

## **POLICE CAPTAIN**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible administrative and supervisory positions, the primary duty of which is managing the operation of an assigned shift, service, or division of department operations. Captains are responsible for supervising all assigned personnel, for directing all assigned services, for managing equipment and supplies, and for providing information to superior officers concerning the assigned functions. Duties also include public relations functions and record-keeping. Employees of this class work with a high degree of autonomy, receiving general work assignments and having work reviewed by the Police Major. This class ranks directly below that of Police Major.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the work of an assigned area of department operations, including all employees, equipment, and activities in that assigned area. Determines how to organize the assigned services, including how to deploy assigned personnel.

Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or for action to be taken. Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedure to avoid future accidents

Reviews incoming communications, makes assignments to staff or writes comments and notes as necessary in order to route work to the appropriate person or location. Personally completes all forms and records assigned. Compiles and analyzes data needed for reports and writes reports. Writes letters in answer to written or oral requests addressed to the police department.

Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers telephone inquiries about the operation of the police department or any related areas of law enforcement operations.

Holds meetings with subordinate officers for the purpose of receiving reports or disseminating information. Conducts roll call. Delegates authority to subordinates when allowed by law.

Assigns work schedules and work or duty areas. Approves leave.

Evaluates work performance of subordinates by reviewing their reports and discussing work performance. Writes employee evaluation reports. Provides assistance to employees in technical areas of work and counsels employees experiencing work problems. Resolves employee complaints and grievances; maintains discipline among employees of the department.

Performs, and supervises employees who are performing, law enforcement duties such as patrol operations, special tactical operations, criminal investigations, collection and protection of evidence, traffic control and accident investigation, and juvenile services.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of appointment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Police Lieutenant.

Must possess a valid Louisiana driver's license.

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